



**TOWN OF UXBRIDGE
BOARD OF SELECTMEN
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**Jill R. Myers
Town Manager**

TO: Honorable Board of Selectmen
FROM: Jill R. Myers, Town Manager
DATE: June 22, 2007
SUBJECT: Town Manager's Report for the BOS Meeting of June 25, 2007

FY07 BUDGET – YEAR END TRANSFERS

The Finance Director is currently preparing a list of departmental transfer requests to be presented to the Finance Committee at its next meeting. These transfers are allowable without town meeting authorization pursuant to MGL Chapter 44, Section 33B. These transfers must be approved by the Board, upon advise of the Finance Committee (see below), and will be presented to the Board at the July 9th meeting.

FINCOMM MEETING

A meeting is scheduled for Thursday, June 28th, to address any outstanding year-end transfers within Departments as well as any FinComm Reserve Fund transfers needed prior to closing out FY07 by July 15th, 2007.

43 D EXPEDITED PERMITTING

We have received demonstrations from two permitting/licensing software vendors. I am also reviewing the software developed by the Town of Grafton. The kick-off meeting for the Interagency Permitting Board is scheduled for July 13 at 12 noon with Chairmen from the Planning Board, Board of Health, ConComm, ZBA, and BOS. Special Counsel Mark Bobrowski will be present to discuss the role of the Board. Following that meeting at 1:30pm, we will have a staff meeting from those departments as well as DPW, Fire Chief, and Building Commissioner. I have also been in contact with the Douglas Executive Administrator about sharing services/resources as they accepted 43D as well. They too are using Attorney Bobrowski as he had revamped their zoning bylaws and regulations.

2007 REAPPOINTMENTS

John Higgins has resigned as the ZBA Alternate as he currently serves on the School Committee and School Building Committee. We have posted this vacancy on the website and cable TV.

BLANCHARD SCHOOL

We are awaiting the final Feasibility Report. BOS comments were forwarded to the Architect as discussed at the BOS meeting of May 14.

PROCUREMENT

Memo from the Town Accountant

Justin Cole has prepared a memo which was sent to Department Heads encouraging prudent spending at the end of the fiscal year as well as proposing a process for the redistribution of office supplies and equipment which department may have available but are not currently using. We are encouraging Department Heads to shop around and do comparative pricing when purchasing goods as well as to purchase only the materials which are needed as opposed to buying bulk. We are hopeful that this will lead us to having more funds available for transfer to Stabilization at the end of the FY07 close out. We are beginning conversations on the feasibility of centralized purchasing as well.

Sutton Street RFP

The deadline for submission of bids is 7/16 at noon. This topic will be on the Board's agenda for discussion of June 25 per the request of the former tenant to extend the lease through October. We had anticipated a potential bid award by the BOS on 7/23.

Records Storage Quote

M.G.L. Chapter 30B (Procurement) requires that the Town obtained three written quotes before awarding the contract for the organization of Town Hall records. Thus far we have received one quote for the boxing, sorting, and inventory of Town records. A second company toured Town Hall on June 21st, and should be submitting a quote next week. The third and final tour is in process of being arranged.

MUNICIPAL PARTNERSHIP ACT:

I was invited to participate in a meeting with Governor Patrick and Lt. Governor Murray on 6/18, and then participated in a press conference at Worcester City Hall to promote the Municipal Partnership Act, including the telecommunications tax loop hole. I provided the BOS a sample resolution to adopt as well as the financial benefits of the Act. Many citizens commented that we need to march the steps of the Statehouse, and this is a good first step.

PERSONNEL/RECRUITMENT:

There are several internal moves taking place amongst SEIU union staff as well as vacancies in a couple of positions. Joanne Czupryna, our Payroll Clerk for the last 14 years, will be moving into the position at the DPW vacated by the retirement of Lois Tucker. Joanne's position is available and will be advertised in the T&G on 6/24. Ellen Mayo, part-time Clerk at the Senior Center, will be moving into the full-time position currently vacant in the Office of the Treasurer/Collector. This position has been open since Jeanne Pytel left Town service at the end of May. Ellen's position with the Senior Center will be vacant as of July 2nd and recruitment efforts are underway.

VIDEO STREAMING OF MEETINGS:

The web committee and I discussed the opportunity for the public to access meeting videos or possibly view live meetings from the website. The Cable Access Coordinator is working with them to obtain the necessary software to initiate this avenue this summer.